

50327-01

## APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF ADMINISTRATIVE SERVICES  
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

<b>DHR</b>		<b>1. GEORGIA DEPARTMENT OF HUMAN RESOURCES</b>		<b>ARCHIVES AND HISTORY</b>	
Application Date <b>3/1/84</b>		Div. of Family & Children Services Systems Management Unit 47 Trinity Ave. SW - Room 317-H Atlanta, Ga. 30334		Application Number <b>84-101</b>	
Application Number <b>84-6</b>				Date Received <b>MAR 27 1984</b>	
2. Person to Contact <b>Howard Johnson</b>		Working Title <b>Unit Chief</b>		Date Completed <b>NOV 27 1984</b>	
				Telephone Number <b>656-4410</b>	
3. Action Requested					
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.					
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.					
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series		5. Records Series Title (followed by title used in office; if different)			
Earliest <b>1983</b>	Latest <b>continuing</b>	<b>Public Assistance System (PAS) C.O.M. Reports</b>			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <b>The Division of Family and Children Services, through the leadership of the Director is responsible for administering, supervising, and regulating services to indigent children, adults, and families, State-wide; for serving as liaison with the Regional Office of HMS concerning the status of the State Social Service Plan and for clearing policy questions; and for working with DHR Offices and Division to resolve problems affecting the operation of the Division.</b> <b>The Systems Management Unit of the Office of Management Information Systems is responsible for managing all DFCS operation automated systems used by the Division to aid staff in the delivery of DFCS services; to provide technical assistance, technical training, and support to State and District staff; and to act as resource backups to District and Local staff in monitoring the systems operation and in interpreting systems objectives.</b>					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: <b>maintaining a record of Public Assistance System client eligibility and financial data.</b>  Included are: <b>(SEE ATTACHED LIST)</b>  File is arranged: <b>Alphabetically by report name; then by report date.</b>					
8. Monthly Reference Rate One to six months old <u>2</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ? How often are records referred to which are:					
9. Annual Rate of Accumulation or Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) <u>1-2 cubic feet</u>					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. <span style="float: right;">programs.</span> <b>205.50 Safeguarding information for financial assistance and social service</b>
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <b>DFCS ANNUAL REPORT contains consolidated data</b>
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |                      |                                   |                      |
|--------------------------|----------------------|-----------------------------------|----------------------|
| a. State Law             | <u>3</u> years.      | d. Audit period                   | <u>      </u> years. |
| b. Statute of limitation | <u>      </u> years. | e. Administrative need            | <u>5</u> years.      |
| c. Federal law           | <u>3</u> years.      | f. Federal retention instructions | <u>      </u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

**Administratively, these records are needed to document Public Assistance eligibility and financial data.**

**Federal Register, Guide to record retention requirements, Volume 42, Number 109; 6/7/1977  
5.31 State and local agencies participating in public assistance programs. (45 CFR 205.145)**

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other        then,

- ☐ Hold in the current files area        month(s)        year(s); then
- ☐ Transfer to local holding area; hold        year(s); then
- ☐ Transfer to State Records Center; hold        year(s); then
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

#### Record Copy

**C.O.M. Security Original**  
Cut off file at the end  
of each calendar year;  
transfer to State Records  
Center; hold 5 years; then  
destroy.

#### Reference Copies

**C.O.M. Duplicates**  
all copies State, District, or County  
DFCS Offices; retain until no longer  
needed for active reference; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Howard L. Johnson</i>	<i>3-1-84</i>	<i>Paul V. Murphy</i>	<i>3/1/84</i>
		<i>Elizabeth A. (Sue) Superson</i>	<i>3/2/84</i>
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>Wm. A. Smith</i>	<i>11-19-84</i>
	Secretary of State/Designee	<i>Edward Weldon</i>	<i>Nov. 13, 1984</i>
	Attorney General/Designee	<i>[Signature]</i>	<i>11/27/84</i>

Included are: Computer Output Microfiche (COM) Reports- Transacted and Expired Authorization to Participate (ATP) Food Stamp Program List; Transacted Duplicate ATP List; Food and Nutrition Service (FNS)-101; FNS-256; FNS-46; FNS-259; Consolidated Monthly ATP Register; ATP's Transacted by Post Office; State Client Directory; County Client Directory; Medical Assistance Only (MAO) Demographics (Demos); Food Stamp (FS) Demos; Aid to Families with Dependent Children (AFDC) Demos; Income and Expense Statistics by Case and Size; Case Income Statistics Summary; Caseload Program Distribution; FS Grant Expense; AFDC Grant Expenditures; Application and Closure Comparison; AFDC Size of Payment Distribution; Client Activity Summary; Statewide Statistical Summary; FS Over Standard of Promptness (OSP) Detail; AFDC OSP Detail; MAO OSP Detail; Client Demo Trends; District Changes; Transaction Register; Pre-Bill and Reimbursements (Reimburse); Reimburse Exceptions; Reimburse Control; Fiscal Analysis; Reimburse Program Summary; Women and Infant's Nutrition (WIN)/ AFDC Ineligibility Report; Supplementary Security (SS) Eligibility Report; WIN/AFDC Eligibility Report; AFDC Annual Program Summary; FS Annual Program Summary; MAO Annual Program Summary; Mass Change SS; Mass Change Totals; Consolidated Public Assistance Statement; and related reports.